

## Capitol Complex Event Application

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Organization: \_\_\_\_\_

E-mail: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Number of People Presenting: \_\_\_\_\_ Number of People Attending: \_\_\_\_\_

Event Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Detailed description of proposed event (If an itinerary is available, please send with application.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Legislative Sponsor: \_\_\_\_\_

Telephone Number of Legislative Sponsor: \_\_\_\_\_

**Area of preference:** \_\_\_\_\_ Docking State Office Bldg. \_\_\_\_\_ Landon State Office Bldg.

\_\_\_\_\_ Memorial Hall \_\_\_\_\_ Curtis State Office Bldg. \_\_\_\_\_ Eisenhower State Office Bldg.

\_\_\_\_\_ Dillon House – Only location allowing **food** - \$40 fee must accompany application.

\_\_\_\_\_ Easels \_\_\_\_\_ Podium/PA System \_\_\_\_\_ Tables \_\_\_\_\_ Chairs

Areas of preference will be taken into consideration upon submission of completed application. Depending on the size of your group – there may be more than one event in a specific area.

### **Conditions of Approval**

- ✓ The application must relate to a governmental purpose.
- ✓ The applicant must be domiciled in Kansas.
- ✓ The application must have a legislative sponsor or a state agency sponsor.
- ✓ Application must be filled out completely.

### **Limitations of Use**

- ✓ Activity must not result in damage to or destruction of state property.
- ✓ No banners, signs, exhibits or any other materials will be taped, tacked, nailed, hung or otherwise placed in any manner within the Capitol Complex.
- ✓ The activity must be conducted in the area designated without creating a risk to life safety, of injury or illness to persons, or risk of danger to property or person, and must not impede the performance of public business to be conducted in the area.
- ✓ The maximum occupancy for each area, as posted, will be strictly enforced.
- ✓ No leaflets or handouts of any kind may be distributed except those that are part of an authorized exhibit or event and in the designated area of the event.
- ✓ The Kansas Department of Administration shall not be responsible for any injury, loss, or damage that may occur prior to, during, or subsequent to the period covered by this reservation. All property brought onto the premises by the applicant shall be at the risk of the applicant.
- ✓ No intoxicating beverages or substances will be allowed on any state property.

I have read and agree to the terms of this application and will conform to the Conditions of Approval and Limitations of Use. I verify that the above information is correct.

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Applicant Signature

Date